

# Welcome to BMO Harris Bank<sup>®</sup>

Switch Kit for BMO Harris Small Business  
Checking and Savings Accounts



# Welcome to BMO Harris Bank®

Thank you for your interest in opening an account with BMO Harris®. We look forward to serving you. This handy Switch Kit will help you easily move your accounts over to BMO Harris.

## There are three simple steps to transitioning to BMO Harris:

1. Open your new BMO Harris Small Business Checking and Savings Accounts.
  - Review our account options online or speak with a BMO Harris Banker to find out which of our account options are best for your business.
  - Know what you need?
    - Signing up for an account is quick and easy online at [bmo.com/smallbusiness](https://bmo.com/smallbusiness) -OR-
    - Stop by a local branch and speak with one of our banking professionals today!
2. Switch your Direct Deposits, Automatic Transactions and Bill Payees.
  - Use the Business Direct Deposit Change Request Form to switch your Direct Deposits to your new BMO Harris account.
  - Use the Business Automatic Payment Change Request Form to switch any automatic withdrawals to your new account.
    - Once enrolled in BMO Harris Online Banking® for Small Business, you can switch your payees in BMO Harris Business Bill Pay®

3. Close your old accounts.

- Complete the Business Checking and Savings Account Closing Form and send it to your old financial institution to authorize closure of your old account(s). Verify that all automatic transactions have been changed to your new BMO Harris account and that any outstanding checks, debits and automated payments through online banking or your debit card have cleared.

### Tips

BMO Harris offers a range of products and services geared towards helping your business grow. Talk to a Banker about our great available options, which include:

- Overdraft Protection for your new checking account
- Business Credit Card with rewards program
- Lines of Credit to help with cash flow
- Merchant Services for payment acceptance

Banking products and services are provided by BMO Harris Bank N.A. and are subject to bank and credit approval. Merchant Services are provided by and subject to the approval of a third party vendor. BMO Harris Bank® and BMO Harris® are trade names used by BMO Harris Bank N.A. Member FDIC.

# Ready to get started?

Simply fill out the forms with the necessary information and mail to the indicated parties.

If you're uncertain about anything along the way, please don't hesitate to give us a call or stop by a nearby BMO Harris branch. Helpful BMO Harris staff will be happy to walk you through the process or answer any questions you might have.

## Need assistance?

Call your BMO Harris Banker or call our Contact Center at 1-888-340-2265.



Tips

### Stop Using Your Former Account

When you decide to move your Small Business account to BMO Harris, it's best to stop using the account at your former financial institution as soon as possible. Before you can fully close the former account, you'll want to make sure that all checks, debits and automated payments through online banking or your debit card have cleared. This could take several days to a few weeks.



# Business Checking and Savings Account Transfer Worksheet

This worksheet is a tool to assist you in switching your accounts to BMO Harris Bank. This is intended to be used as an organizational tool for you and does not need to be submitted to any institution.

## Information you'll need to make the switch to your new BMO Harris account:

BMO Harris business checking account number

\_\_\_\_\_

BMO Harris routing number

\_\_\_\_\_

BMO Harris business debit card number

\_\_\_\_\_

## Scheduled payments to switch

Schedule your one-time or recurring payments online at [bmo.com](http://bmo.com). Notify any service providers who may charge your account of your bank account change in order to avoid service interruptions.

Company/Payee	Next scheduled payment to switch	Amount	Date company/payee notified	New payment method established (debit card, checking, online payment)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Old accounts to close

**Important:** Before you close your old account(s), allow time for outstanding checks, debits and automated payments through online banking or your debit card to clear.

Financial institution name	Routing number (nine digits)	Account type (checking, savings, etc.)	Account number	Date account closed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Outstanding checks to clear

Check payable to	Amount	Bank or account the check was written on	Date check cleared
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Payroll accounts to switch

Payroll provider	Date notified	Status
_____	_____	_____
_____	_____	_____

## Merchant transaction accounts to switch

Merchant card processor	Date notified	Status
_____	_____	_____
_____	_____	_____



# Business Direct Deposit Change Request Form

Change  New

## Company information (sender)

Name

Address City State Zip code Phone

## Business member information (recipient of direct deposit)

Name

Address City State Zip code Phone

### The following business account has been closed:

Checking account #

Savings account #

Name of previous financial institution

Address City State Zip code Phone

I hereby authorize transfer of automatic deposits to the business' new financial institution, and submit this letter as written notification.

## Deposit instructions

Bank routing number

071025661

Please deposit entire amount into account number

Checking  Savings

I hereby authorize the above listed entity to deposit funds and credit entries to the account above.  
These instructions shall remain in effect until I send written notice of change or cancellation.

Authorized signer

Date

Authorized signer name (please print)

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# Business Automatic Payment Change Request Form

To Whom It May Concern,

I would like to **change accounts for automatic withdrawals**. Below is the date I would like to end payments from my former account and the information you will need to begin drawing money from my new BMO Harris account.

**For automatic withdrawal via your BMO Harris business account, complete and sign the form below.**

Date to discontinue withdrawal		Company discontinuing withdrawal		
Company address	City	State	Zip code	Phone

### My former bank account

Bank name  
 \_\_\_\_\_

Bank routing number  
 \_\_\_\_\_

Account number  
 \_\_\_\_\_

Checking  Savings

For (reason for payment)  
 \_\_\_\_\_

On (date of month)  
 \_\_\_\_\_

### My BMO Harris business account

Bank routing number  
 \_\_\_\_\_

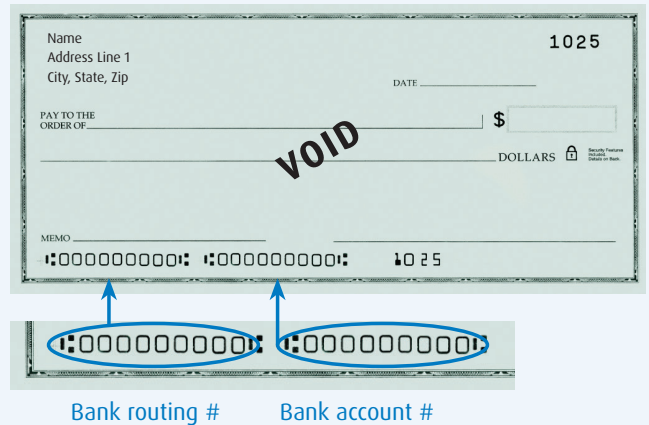
Account number  
 \_\_\_\_\_

Checking  Savings

### Attach voided BMO Harris Bank business check here

#### When attaching a voided check:

Name and address must be printed on the check. Starter checks without a name and address cannot be accepted for account authentication.



Sincerely,

Customer signature (required)		Date		
Customer name (please print)		Customer email		
Customer address	City	State	Zip code	Phone

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# Business Checking and Savings Account Closing Form

To:

Company name

---

Company address

---

City, State, Zip code

---

To Whom It May Concern,

I would like to close my existing accounts, as follows:

Account number

---

Account number

---

Account number

---

Account number

---

Account number

---

Account number

---

All remaining balances should be sent to me at the address below.

Sincerely,

Customer signature (required)

---

Date

Co-signer signature

---

Customer name (please print)

Co-signer name (please print)

---

Customer address

City

State

Zip code

Phone

---

Customer email

---

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# Frequently asked questions

## **Q: How long is it until my automatic payments transition to my BMO Harris account?**

A: It depends on when your request is received by your service provider. It could take a few weeks for your request to be processed.

## **Q: How will I know that my request has been received and processed?**

A: You will need to carefully monitor your accounts at your former bank and at BMO Harris to ensure all requested automatic payments have successfully transferred (i.e., you should see the deposit or withdrawal appear on your BMO Harris statement and disappear from your former bank's statement).

You can use the Business Checking and Savings Account Transfer Worksheet to help you confirm when transactions have successfully switched over to BMO Harris.

## **Q: What if a service provider attempts an automatic payment from my former account after I have already closed the former account?**

A: We recommend that you do not close your former account until you confirm that all automatic payments have successfully transferred to your new BMO Harris account. Otherwise, you may find that you could be "overdrawn" in your former bank account and may face additional fees.

## **Q: What if I can't find the information I need to change a direct deposit/payment?**

A: You should call your service provider directly if you need to collect or verify any information about your account.

## **Q: What if I miss one of my automatic payments?**

A: We recommend that you use the Business Checking and Savings Account Transfer Worksheet to ensure that nothing slips through the cracks.

Be sure to monitor your former bank account statements to ensure that all automatic payments have successfully transferred to your new BMO Harris account before you close your former bank account.

## **Q: I would rather use Bill Pay versus an automatic payment. How do I set this up?**

A: BMO Harris Business Bill Pay® is an easy and secure way to pay your bills allowing you complete control over your payments. You can enroll via BMO Harris Online Banking® for Small Business or learn more at [bmo.com/tour](https://bmo.com/tour).

## **Q: Can I use my BMO Harris debit card to pay my bills?**


A: Yes, you can use your BMO Harris debit card to pay your bills by simply contacting your service provider and giving them your debit card information.



**Get the power of BMO Harris Bank behind you**

Whatever your business, whatever your needs,  
we can help.

**Contact us**

 **1-888-340-2265**

 **[bmoharris.com/smallbusiness](http://bmoharris.com/smallbusiness)**

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